



TRANSPORTATION OFFICER

12 Month – Full-time Permanent Position

\$63,101-\$76,698

The Northwestern Ontario Student Services Consortium provides school bus transportation services as an extension of four School Boards including the Kenora Catholic, Keewatin-Patricia, and Northwest Catholic District School Boards, and Conseil Scolaire de District Catholique des Aurores boréales. We serve the communities of Kenora, Sioux Narrows, Red Lake, Ear Falls, Vermilion Bay, Dryden, Sioux Lookout, Ignace, Pickle Lake, Upsala and many in between, covering an area of approximately 80,000 km². Our goal is to ensure students arrive at school safely, on time, and ready to learn.

We are seeking a qualified, and suitable individual to join our team as a Transportation Officer. Reporting to the General Manager, this full-time term position is based in Dryden, Ontario and contributes to the safe and successful operation of the student transportation system. The Transportation Officer undertakes route planning and provides operational support for a defined service area. In addition to area-specific responsibilities, the Transportation Officer will provide excellent customer service to stakeholders, respond to service requests and enquiries, provide accounting support for monthly billing and financial reporting, conduct route audits and bus stop assessments, assist with bus cancellations and emergent transportation situations, and complete other duties as assigned.

The successful applicant will have the following:

- A degree or diploma in Logistics, Planning, Business, Geography or a related field;
- A minimum of 3 years of relevant professional experience;
- Demonstrated proficiency with Microsoft Office suite (incl. advanced capabilities in Excel);
- Excellent written and verbal communication skills;
- Strong analytical and problem-solving abilities;
- Developed skills and experience in customer service and conflict resolution;
- Ability to organize, prioritize and work effectively in a high-pressure work environment; and
- A valid Ontario drivers' license.

The successful applicant must be willing and able to travel within the region, including on a school bus. Periodic additional hours are required. Experience with transportation logistics, geographic information systems (GIS), or student information systems, as well as knowledge of the service area would be considered assets.

If you are interested in a dynamic and rewarding career with our team, please submit a covering letter and resume to bussing@nwobus.ca by **Friday, November 25, 2022, 4:00 p.m.** Applicants who are invited for an interview will be asked to provide three professional references. The successful candidate will be required to submit a Criminal Background Check including Vulnerable Sector Screening.

Confidential information provided by applicants will be used for the purposes of this competition only and will be protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants, however, only those to be interviewed will be contacted. We are an equal opportunity employer.